



MEETING MINUTES
August 10, 2017, 8:00 A.M.
Approved by Council October 10, 2017

Committee Members Present:

Teresa O'Neill – Council Member/Chair
Carmen Pascual
Bianca Wilczoch
Michael Louis Ferrito

Staff:

Andrew Crabtree, Community Development Director
Jonathan Veach, Housing Division Manager
Kathy Flood, Staff Analyst
Jennifer Carvalho, Office Specialist

Guests:

None

Matters for Council Action: None

1. Call to Order/Roll Call

Meeting was called to order by Council Member/Chair O'Neill at 8:02 A.M.

2. Public Presentations

None

3. Approval of Minutes from May 11, 2017

Motion by Committee Member Pascual and unanimously carried to **approve the Minutes of May 11, 2017.**

4. Items on Agenda

ITEMS FOR DISCUSSION

A. Introduction of New Housing Division Manager

Jonathan Veach provided summary of his background and experience and was welcomed.

B. Review NCIP FY2016-17 Budget Status Reports

Budget Summary of year-end snapshot was reviewed, including breakdown of program income and expenditures, grants and loans, HUD required set-asides and FY201718 projections. Federal allocation is anticipated to arrive in September which will balance the year-end budget shortfall and allow work to resume on

several of the 13 pending projects as prioritized. Staff is continuing to look into options on finding/utilizing other funding sources to help replace the HOME funds that have been difficult to use which has strained the program. Committee Chair O'Neill expressed concern on how valid the program income (PI) projections are, but with the cost-benefit analysis approach that Staff is taking, they are confident that the reconciliation project will generate additional PI and assist in making up the budget shortfall.

C. Program Status & Updates

An As-Needed Housing Specialist will be hired in the coming months to assist in the completion of pending projects as well as assist in compliance monitoring for conditional loan properties. Once on board, Staff Analyst Flood and the new Housing Specialist will meet with pending clients to discuss resuming projects and re-assess the scope of work as necessary and reasonable in an attempt to reduce expenditures.

While understanding that this has been an unprecedented year with the restricted funding and staff changes, Committee Chair O'Neill and Committee Member Pascual expressed concern on the length of delay of pending projects and the inconvenience to clients. To remain true to the original vision of the program which is to address health and safety concerns first, staff created a priority list that will assist in expediting the completion of pending projects for those with the most immediate needs.

HUD regulations and restrictions prevent the City from 'pooling' jobs together for bids with contractors in hopes of better pricing. The HUD requirements for the bidding process and contractor selection were reviewed which clarified that the City uses a rotating bidding process and cannot recommend contractors for any of our jobs – the final selection has to be a decision made by the homeowner.

Committee Member Wilczoch inquired on the current number of contractors in the program and how we advertise for our contractors and design professionals. Director Crabtree indicated there are about 7 for the large scope jobs, and a smaller pool for specialized scopes. Staff Analyst Flood explained that we annually advertise per HUD requirements but given the booming economy and high demand for construction in the past few years it has been a challenge to attract new contractors/professionals to participate in the program.

HUD experts from Cloudburst Consulting have been working with the Division in updating to the procedure manual and the draft will be distributed to the Committee for review and feedback prior to the next meeting. In addition to updates that reflect current regulations and best practices, anticipated updates include refreshing the program's mission, as suggested by Committee Member Ferrito, and adding an asset cap to our application process as recommended by Division Manager Veach.

Through diligent file clean-up, re-evaluation of program guidelines and the anticipation of an incoming Housing Specialist, Staff is confident that this year will bring positive changes resulting in a more efficient and beneficial program for our community.

D. 2018 Calendar Meeting Dates:

February 8

May 10

August 9

November 8

ITEMS FOR ACTION

A. Projects Pending Review and Action

1. Client Number 10545-2196 San Antonio Place

Staff Recommendation: Approve an amount of \$40,000 plus a 25% contingency for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds.

Motion was made Committee Member Ferrito and unanimously carried to **not take any action on this or any new projects until the backlog of jobs are fully assessed and revised as necessary by staff. Any revisions of pending project scopes will be brought back to the next meeting for review.**

OTHER BUSINESS

A. Council Dinner Meeting Dates

Tuesday, August 29, 2017

Tuesday, May 8, 2018

5. **Adjournment** – Next meeting scheduled for **November 9, 2017 at 8:00 A.M.**

Meeting adjourned at 9:22 A.M.